



# **NEW MEXICO RAPID WORKFORCE DEVELOPMENT PROGRAM**

**Request for Funding FY2018**

**Northern New Mexico College**

**To Provide Customized Workforce  
Development Training for: NNMC Care (Certified  
Nurse Aide Regional Education)**

**Acute care hospitals, long-term care facilities (nursing  
homes, home-care agencies) and community clinics**

**Date: 10/6/17**

Application Date: 10/6/17

Applicant (HEI) Name: Northern New Mexico College

Address: 921 Paseo de Oñate

City: Espanola

State: NM Zip: 87532

Person submitting proposal: [REDACTED] Title: Dean, College of Nursing and Health Sciences

Telephone: [REDACTED] Cell Phone: [REDACTED] e-mail: [REDACTED]

Employer(s)/Industry for whom the institution is providing training: Healthcare agencies: Acute care hospitals, long-term care facilities (nursing homes, home-care agencies) and community clinics

**I. NM Higher Education Institution Overview (program narrative; limit to one page)**

Please provide an overview of the HEI requesting Rapid Workforce Development funds for customized quick-response training. Describe the ability of the HEI to serve the selected project. Please identify factors such as existing curriculum and/or equipment that directly trains the needed workforce; ability to rapidly deploy new workforce training programs with existing resources; and existing partnerships with the selected or other employers. Indicate if the program will be adaptable to other employers in the state (flexibility).

Northern New Mexico College (NNMC), a Higher Learning Commission (HLC) accredited four-year college, is seeking funding to expand its capacity to train Certified Nursing Assistants (CNAs) with the objective of meeting the workforce needs of Northern New Mexico.

Founded in 1909, Northern New Mexico College is the largest provider of post-secondary education to the residents of Rio Arriba, Taos, and Los Alamos counties. The NNMC service area consists of a mainly rural, underserved population that includes the eight Northern Pueblos Native American communities.

The mission of NNMC is to ensure student success by "providing access to affordable, community-based learning opportunities that meet the educational, cultural, and economic needs of the region." The NNMC Espanola campus serves approximately 1148 students whose ethnic composition is 74% Hispanic, 10% Native American, 9.8% white/non-Hispanic and 4% other. NNMC offers a variety of pathways to higher education, including vocational and certificate programs, two-year associate degrees, baccalaureate degrees, workforce training programs, and personal and professional development (continuing education).

NNMC's College of Nursing and Health Sciences has a long, rich tradition of excellence in nursing education. For over 30 years, the College of Nursing and Health Science has educated associate degree nurses as well as nurse aides to meet the healthcare needs of the local and greater New Mexico communities. In recent years, a Bachelor of Science degree in nursing has been added to the College of Nursing and Health Science offerings, making it possible for NNMC to offer a healthcare career ladder that extends from certified nurse aide, through Licensed Practical Nurse (LPN) and Registered Nurse (RN), to baccalaureate prepared nurse (BSN). Both the Associate Degree Nursing (ADN) and the BSN

programs are nationally accredited and graduates can be found working in a variety of healthcare settings throughout New Mexico and the nation.

NNMC proposes to use the *New Mexico Rapid Workforce Development Program* funds to expand its' capacity to train Certified Nurse Aides (CNAs) which in turn will meet the workforce demands of Northern New Mexico for CNAs in acute care and long-term care facilities as well as community clinics. The ability to expand the certified nurse aide program in a rural community in northern New Mexico not only maximizes educational and economic opportunities for residents of the area, but is also in alignment with priorities identified by the state and federal government through creation of "lifelong learning that prepares citizens of all ages with the academic, technical and personal skills to support the national economy" (Carl D. Perkins and Technical Education Act of 2006).

Employment for nursing assistants/nurse aides is projected to grow 17% from 2014 to 2024, faster than average for all occupations. Median annual wage for nursing assistants in New Mexico was \$26,520 in 2016. There were 268 job openings in New Mexico on October 3, 2017 for nursing assistants (NM Workforce Connections). There are six long-term care facilities in close proximity to NNMC and a large complement of physician's offices and community clinics in the immediate service area that have a need for CNA staffing. In fact, the long-term care facility in Española, Española Valley Nursing and Rehabilitation Center, is offering \$2,000 sign-on bonuses for CNAs. Additionally, Presbyterian Española Hospital encourages their CNAs to pursue higher education by offering tuition reimbursement for those who return to school in pursuit of an associate or baccalaureate degree in nursing.

NNMC is in an excellent position to expand its capacity to train CNAs since it already has the experience, curriculum, and infrastructure in place. The Nurse Aide Training Program at NNMC has been in existence for many years and is approved by the New Mexico Department of Health (Training code T0024) as meeting the Code of Federal Regulations at CFR483.152. The curriculum, which includes course syllabi and the Nurse Aide Student Handbook has been developed, and clinical skills lab training facilities already exist at the college. In addition, clinical partnership agreements for the hands-on training are already in place with local healthcare agencies.

Currently, the duration of the NNMC nurse aide training program is 16 weeks. If funding is provided through this proposal, NNMC will offer three, eight week CNA training courses for 48 students through the end of FY 2018 (12/31/18). These eight week courses will contain the identical number of contact/credit hours as the 16 week CNA course but will be delivered in a condensed format in order to accelerate the training process.

Rapid Workforce Development funds would be utilized to:

1. Fully-furnish an additional lab space dedicated to the Nursing Aide Training Program so that the college can offer additional training courses without having to schedule around other classes (competition for scheduling of nursing lab classes exists at the college, as the nursing skills lab facilities are shared with the associate degree and baccalaureate degree nursing programs)
2. Offer scholarships to enrolled, eligible students
3. Pay faculty salaries

This Nurse Aide Training Program curriculum can easily be shared and replicated at other Higher Education Institutions. In addition, healthcare employers can also create their own nurse aide training program on site at their facility or partner with an HEI to share lab space and equipment to train nurse

aides. Ultimately, approval from the Department of Health is needed in order to implement a Nurse Aide Training Program.

Once the NNMC Nurse Aide Training Program dedicated lab space is fully furnished and operational, this program can easily be “scaled-up” to offer additional training courses depending on the availability of qualified instructors, eligible students, and workforce demand. Current practice at the college is to admit students to the lab/clinical course in cohorts of 8 students, as that is a safe and manageable number of students to have in a clinical skills lab and/or clinical practicum site that allows for adequate supervision by the instructor. This training program will provide New Mexico workers with the education and job skills needed for entry level employment as a Nurse Aide.

## **II. Training Project Overview**

Please summarize the customized training proposed for the company/companies listed above.

The NNMC Nurse Aide Training Program prepares students for entry level employment in the healthcare field as a Nurse Aide. After successfully completing a state approved training program, graduates are prepared to take the State of New Mexico Certified Nurse Aide Examination. Successful completion of the certification exam allows them to use the title of Certified Nurse Aide (CNA).CNAs, sometimes called nursing assistants, provide basic care for patients/residents in hospitals, long-term care facilities, and community clinics.

### **Training Outline (Units and Hours)**

NURS 100 Nurse Aide lecture course (4 credits, 60 contact hours)

NURS 100L Nurse Aide Lab/Clinical course (1.5 credits, 67.5 contact hours)

HSCI 102 American Heart Association CPR course (0.5 credits, 8 contact hours)

### **Training Delivery**

Length of training program: 8 weeks

Number of training classes: Three 8 week training courses with 8 students in each lab class through the end of FY 2018 (12/31/18).\_\_\_\_\_

Number of students per class: 8 students per lab/clinical class. Total of 6 lab class sections for a total of 48 students

Number of training hours per class: See above. Total number of contact hours per training is 135.5 contact hours.

### III. Match, in-kind contributions, other institutional support

Please indicate, if any, the amount and source of any other matching funds that will support the proposed activities (e.g., I&G, other institutional funds, others). You may also identify other non-monetary institutional support that will directly aid the project's success. Please indicate how these items will offset the training project budget items.

A. Matching Funds (\$): 0

Source(s):

B. In-Kind Contribution (\$ Value): \$25,940

Source(s): Facility lab space (1,453 square feet) and classroom space (763 square feet); existing low fidelity skills mannequins (#4, at \$732 each: total \$2,928), developed and DOH approved nurse aide curriculum, Nurse Aide Training Program coordinator salary, travel costs (\$).

C. Other Institutional Support (\$ Value) \$32,598

Source(s): Leverage student scholarships from eligible WIOA and TANF recipients

### IV. Budget Summary

Allowable costs for classroom training conducted by an HEI may include course/curriculum development, instructional salaries, supplies and materials, expendable tools, accounting services, other costs associated with developing, marketing and conducting the training program, tuition.

A. Total Cost of Training Project: \$171,044 (Includes total cost for program development and implementation as calculated on detailed project budget—Appendix A)

B. Number of students participating in training: 48

C. Number of training hours per student: 135.5

D. Cost of training per student per hour: \$26.30  $\frac{A}{B/C}$

E. Cost of training per student: \$3,563  $\frac{A}{B}$

F. Matching Funds, In-Kind and Institutional Support Budget Offset (\$ Value): \$58,538

Request from Rapid Workforce Development Fund: \$=112,506

**V. Affidavit**

As an authorized representative of the HEI applying for Rapid Workforce Development funds, I hereby certify that the information included in the application and provided to the Rapid Workforce Development Board in support of the application is true and accurate. I understand that the Board may at any time request any additional documentation required regarding activities supported by these funds. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.

Signed: *Richard Bailey* by *Iron Lopez* Date: 10/6/17  
(Provost)  
Printed Name: Dr. Richard Bailey Title: President  
*Tracy Nalle*  
Higher Education Institution: Northern New Mexico College

**VI. Appendix A: NNMCC CARE RWDP Budget Worksheet**

**VII. Appendix B: NNMCC CARE Certified Nurse Aide (CNA) Training Program Costs per student**

**VIII. Appendix C: NNMCC CARE Letters of Support**

Office of the President

# NORTHERN New Mexico College



October 6, 2017

[REDACTED]  
[REDACTED]  
Job Training Incentive Program  
New Mexico Economic Development Department  
[REDACTED]

Dear [REDACTED]

Northern New Mexico College (NNMC), a non-profit Higher Education Institute (HEI) in New Mexico, respectfully requests a grant of \$112,506 from the *New Mexico Rapid Workforce Development Program Fund for FY 2018* for NNMC CARE, to enhance its' capacity to train Certified Nurse Aide's (CNAs) to meet the workforce needs of Northern New Mexico.

NNMC is the largest provider of post-secondary education to the residents of Rio Arriba, Taos, and Los Alamos counties. The College of Nursing and Health Sciences has a demonstrated ability and capacity to train qualified health care professionals to meet the workforce needs of New Mexico. Nurse Aides, sometimes called Nursing Assistants, was listed as an "In-demand occupation in 2016" by the New Mexico Department of Workforce Solutions with a projected employment growth of 9.1%.

If funded this project will:

- create a dedicated lab training space for the NNMC Nurse Aide Training Program that will allow the college to scale-up its' capacity to meet this vital workforce demand, and
- recruit eligible students and provide scholarships to cover the cost of the training program.

This proposal supports the economic and workforce development needs in New Mexico by delivering a quick-response training program to provide qualified workers with the educational and job skills required to be considered for employment as CNAs.

Thank you for your consideration of this request. Please feel free to contact [REDACTED] [REDACTED] [REDACTED] and Health Sciences at 505 [REDACTED] or [REDACTED] if you have any questions.

Respectfully,

Richard J. Bailey, Jr.

Richard J. Bailey, Jr.  
President

by Ivan Lopez (Provost)  
[Signature]

Enclosures: New Mexico Rapid Workforce Development Program Request for Funding 2018  
Application  
Appendix A: Budget  
Appendix B: CNA Program Training Costs  
Appendix C: Letters of Support

# Northern New Mexico College

## NNMC CARE Budget Worksheet

Rapid Workforce Development Program						
	Base/Annual or Hourly	%/Hours	Total Cost	Match	Narrative	
<b>PERSONNEL</b>						
	\$	15%	\$ -	\$ 12,517	Match in/kind to manage the program x 1 year (12 months)	
			\$ -			
			\$ -			
	<b>Total \$</b>	<b>15%</b>	<b>\$ -</b>	<b>\$ 12,517</b>		
<b>FRINGE BENEFITS</b>						
	Salaries	% Fringe				
	\$ 12,517	33%	\$ -	\$ 4,130	Match in/kind fringe benefits for project manager	
	<b>Total \$</b>	<b>33%</b>	<b>\$ -</b>	<b>\$ 4,130</b>		
<b>TRAVEL</b>						
	Mileage	Per Diem				
	500	0.32	\$ -	\$ 160	Travel reimbursement costs for recruitment	
			\$ -			
	<b>Total</b>	<b>0.32</b>	<b>\$ -</b>	<b>\$ 160</b>		
<b>EQUIPMENT</b>						
	Cost per Unit	Quantity				
	<b>Total \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>SUPPLIES</b>						
	Cost per Unit	Quantity				
General Office Supplies	\$500	1	\$ 500		Office supplies to administer program requirements	
Training Medical Supplies	\$ 5,925	1	\$ 5,925		Supplies to furnish a dedicated skills lab space for Nurse Aide Training with four stations	
	<b>Total \$</b>	<b>2</b>	<b>\$ 6,425</b>	<b>\$ -</b>		



CONSULTING/CONTRACTS		Cost per Unit	Quantity	
Student Scholarships		\$ 1,811	\$ 30	\$ 54,336
WIOA student scholarships		\$ 1,811	\$ 6	\$ -
TANF Student Scholarships		\$ 1,811	\$ 12	\$ -
Adjunct Faculty contract(s)		\$ 1,812	\$ 14	\$ 25,368
Fringe benefits for instructional costs				\$ 5,327
	<b>Total</b>	<b>\$ 7,245</b>	<b>\$ 62</b>	<b>\$ 85,031</b>
				<b>\$ 32,598</b>
OTHER		Cost per Unit	Quantity	
Hospital Beds with tables		\$ 3,075	4	\$ 12,300
Statewide Advertising		\$ 5,000	1	\$ 5,000
Shipping Costs		\$ 626	2	\$ 1,252
Facilities (2,216 sq.ft)		\$40*(0.07)	2,216	\$ -
Existing low fidelity skills mannequins		\$ 732	4	\$ -
	<b>Total</b>			<b>\$ 18,552</b>
				<b>\$ 9,133</b>
<b>Total Direct Charges</b>				<b>\$ 110,008</b>
				<b>\$ 58,538</b>
<b>Indirect Exclusions</b>				
<b>Indirect Cost Base</b>				\$ 85,031
Indirect Costs @ 10%			10%	\$ 2,498
	<b>Total</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 112,506</b>
				<b>\$ 58,538</b>
<b>TOTALS</b>				<b>\$ 112,506</b>
				<b>\$ 58,538</b>

Total program cost including matching funds	\$ 171,044
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**Appendix B**

**Certified Nurse Aide (CNA) Training Program Costs per student  
FY2018**

**PROGRAM COSTS: TUITION AND FEES**

**NURS 100 Nurse Aide, 4 credits**

Tuition:	\$543.40
General Fee:	\$250.80
Registration Fee:	\$29.26
<b>Total:</b>	<b><u>\$823.46</u></b>

**NURS 100L Nurse Aide lab, 1.5 credits**

Tuition:	\$203.76
General Fee:	\$94.05
Lab Fee:	\$75.00
Liability Insurance:	\$15.00
Fingerprinting:	\$17.00
Criminal Background Check:	\$74.00
<b>Total:</b>	<b><u>\$478.81</u></b>

**HSCI 102 AHA CPR, 0.5 credits**

Tuition:	\$67.93
General Fee:	\$31.35
CPR Cards:	\$5.00
CPR Textbook:	\$16.00
<b>Total:</b>	<b><u>\$120.28</u></b>

**Total cost for tuition and fees: \$1,422.55**

**Additional costs (\$375.65)**

**Uniforms \$100**

- Scrub top and bottoms, plus sneakers can be purchased at Walmart.

Blood pressure cuff: \$7.00

Gait belt: \$6.00

**Tuberculosis Skin Test \$17.50**

- Aspen Medical Urgent Care in Española

**Textbooks (Purchased at the NNMC bookstore): \$101.05**

- Lippincott Textbook for Nursing Assistants: A humanistic Approach to Caregiving, By Pamela Carter, 4<sup>th</sup> edition.
- Workbook for Lippincott Textbook for Nursing Assistants: A humanistic Approach to Caregiving, By Pamela Carter, 4<sup>th</sup> edition.

**School supplies \$50**

**Nurse Aide tote:**

Nurse Aide Certification Examination fee **\$107.10**

**Total Program costs \$1,811.20**